

The St John Association of Uganda (St John Ambulance) a voluntary nonprofit making organization located on plot 29 Buganda road, is looking out for competent Ugandan who can execute Accounts Assistant duties as follows:

Job title: Accounts Assistant

Organization: St John Ambulance Uganda

Job Summary:

Responsible for managing and reporting of financial information for an organization.

Main duties and responsibilities

1. Preparation of accounts and tax returns
2. Administering pay rolls
3. Examining bank statements and reconciling them with general ledgers entries
4. Examining expenses submitted by employees
5. Keeping an eye on incoming payments from accounts receivables and outgoing payments from accounts payable.
6. Creating organization financial reports with the above information included
7. Analyzing data collected in order to determine the state of the Association's financial health
8. Analyzing data to understand where the Association is generating and losing funds (Financial forecasting and risk analysis)
9. Examining the proficiency of the soft ware programs used to organize data
10. Generating financial reports and display the Association's profits, equity and cash flow.
11. Handling insolvency cases

Qualifications

Hold a minimum of Degree in Accounting, Business administration, Economics or any other related field

Be aged 20 years or over

All applications should be sent on info@stJohnganda.org

Closing date for application is 17th August 2019